

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

SCHOOL PRINCIPAL

JOB DESCRIPTION

Employees in this job direct the performance of a variety of professional teaching and support staff activities assigned to assist a state training school or state facility with the development, implementation, improvement, and maintenance of academic, vocational, or physical education teaching programs, and to provide related services to students, clients, and residents. The employee, under general supervision, works within general methods and procedures, and exercises considerable independent judgment to adapt and apply the guidelines to specific situations. The work requires knowledge of the policies, procedures, and regulations of school principals and teaching programs, and knowledge of supervisory techniques and personnel policies and procedures.

There are two classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – School Principal-2

School Principal 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

Position Code Title – School Principal-3

School Principal 14

The employee functions as a first-line professional manager of professional positions in a complex work area, as a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

SCHOOL PRINCIPAL

PAGE No. 2

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Organizes and supervises the academic, special education, and /or vocational and physical education instruction program.

Provides assistance in coordinating the educational program with other treatment services in the institution.

Provides assistance to teachers in educational guidance functions, and personally provides educational counsel to trainees.

Schedules and completes regular visits of institutions housing educational programs to coordinate all aspects of the education program in multiple facilities.

Applies the laws and regulations of state and federal authorities governing the education of handicapped persons including proper testing, necessary conferences, and program implementation.

Prepares and proposes contracts for educational services, i.e., substitute teachers, GED testing, and psychological testing. Monitors contracts for compliance with terms and conditions of agreement.

Prepares schedule of classes and assigns patients and residents to classes and extracurricular activities.

Ascertains that instructional methods and materials are in accordance with good educational standards.

Determines proper class organization and instructional methods.

Provides information to authorities regarding the attitudes, progress, and behavior of individual students.

SCHOOL PRINCIPAL

PAGE No. 3

Develops and revises curricula, as necessary, to meet current needs and to adapt to changes in society.

Makes recommendations regarding the expansion of instructional facilities and purchase of equipment.

Selects textbooks, materials, supplies, and equipment.

Recruits and trains new teaching personnel as necessary.

Performs related work appropriate to the classification level as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Thorough knowledge is required at the 13 and 14 levels.

Knowledge of the principles and practices of teaching.

Knowledge of the principles of education administration.

Knowledge of problems of curriculum, supervision, instruction, and guidance.

Knowledge of educational texts, materials, supplies, and equipment.

Knowledge of theories of teaching adults.

Knowledge of standard mental and achievement tests as to their use and interpretation.

Knowledge of vocational counseling techniques.

Knowledge of current trade developments.

Knowledge of current trends in vocational and academic education.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of public school systems.

Knowledge of guidance and counseling techniques.

Knowledge of rehabilitation programs.

SCHOOL PRINCIPAL

PAGE No. 4

Ability to instruct, direct, and evaluate employees.

Ability to organize and direct a school program.

Ability to correlate the educational program with other treatment programs.

Ability to formulate courses of study and to select instructional materials and equipment for the work.

Ability to evaluate the ability, progress, behavior, and attitudes of students.

Ability to correlate work projects with educational programs.

Ability to participate in classification and placement activities.

Ability to supervise and participate in academic, vocational, and physical education programs.

Ability to evaluate the educational program and to make revisions to meet changing conditions and modern practices.

Ability to use and interpret statistical data and to prepare comprehensive reports of educational activities.

Ability to maintain records, prepare reports, and compose correspondence.

Ability to effectively communicate.

Additional Knowledge, Skills, and Abilities

Special Education Positions

Knowledge of the principles of special education.

Knowledge of the theories and methods of teaching the developmentally disabled, the socially maladjusted, and/or the physically handicapped.

Knowledge of emotional and behavioral problems encountered in teaching developmentally disabled, socially maladjusted, and/or physically handicapped children and adults.

Ability to understand and communicate with handicapped children and adults.

Ability to cooperate with other instructional personnel in the social rehabilitation program.

Working Conditions

Some jobs require contacts with prisoners and juvenile delinquents.

Physical Requirements

None.

Education

Possession of a master's degree in education.

Experience

School Principal 13

Two years of professional experience as a teacher.

School Principal 14

Three years of professional experience as a teacher, one year of which shall have been in a supervisory or administrative capacity equivalent to a 13-level.

Special Requirements, Licenses, and Certifications

For special education positions, the experience possessed must be as a teacher of special education, and applicants must meet the educational requirements for full approval for teaching the visually handicapped, auditory handicapped, socially maladjusted, developmentally disabled, emotionally disturbed, or other areas of special education requiring the approval of the State Board of Education.

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of the Public Acts of 1996.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

SCHPRNCPL

Job Code Description

School Principal

Position Title

School Principal-2

School Principal-3

Position Code

SCHPRPL2

SCHPRPL3

Pay Schedule

NERE-151

NERE-157

ECP Group Three
Revised 12/11/00
HET/VLWT/JR/JBS